



Q1. Section 4.2, Page 23, PROPOSAL FORMAT, first sentence states, “Proposals must not exceed one hundred (100) pages, including attachments...” and Section 4.2.5.2, Page 25, VENDOR FINANCIAL STABILITY, first sentence states, “Vendor must submit an audited financial statement for year 2016 and letters from the auditor(s) who performed the 2015 and 2014 financial audits” and ATTACHMENTS Section 4.2.5.5.4, Page 27, E-verify Memorandum of Understanding (MOU) states, “The Certificate of Compliance must be followed by a copy of the E-verify MOU. All proposals must include the E-verify MOU.”

This vendor’s 2016 audited financial statement plus auditors’ letters from 2015 and 2014 total thirty (30) pages and this vendor’s E-verify MOU totals seventeen pages (17) so that just these attachments equal forty-seven (47) pages before the other required attachments are added. The attachment pages will total over one-half of the allowed 100 pages under Section 4.2, which presents an **unduly restrictive specification** under **Section 1.5 REQUIRED REVIEW, Section 1.5.1, Page 8, REVIEW RFP. This vendor submits, on behalf of all applicants, that the aggregate total number of required attachment pages is so restrictive that it will limit any vendor’s ability to submit a comprehensive response to this RFP within the 100-page allowance that includes the required attachments.**

R1. See Amendment 3 on the department’s website.

Q2. Section 5: COST PROPOSAL, Page 29, entire section.

The project, as described in this RFP and cost proposal, will require significant advancement of operating funds by the selected vendor for project expenses including, but not limited to: staff salaries/benefits; staff mileage; production of program materials; marketing and recruitment; provision of training classes; and multiple other costs that will be fully itemized in the applicants’ proposed budgets. These expenses must be advanced by the selected vendor for an undetermined period of time, until the Department completes the various required approvals and begins to compensate vendor for services rendered under the agreement. This compensation by the Department will occur over an extended period of time that, in this vendor’s longstanding experience, may extend for six to nine (6-9) months after the project start date. **This vendor, on behalf of all applicants, submits that the Cost Proposal as written in the RFP represents an unduly restrictive specification as described in Section 1.5, REQUIRED REVIEW, Section 1.5.1, Page 8, REVIEW RFP.**

R2. The RFP was written as a performance-based document that will reimburse the vendor(s) for outcomes detailed in the document. It is not intended to be a cost reimbursement arrangement whereby costs are reimbursed when occurred, whether or not the costs lead to the expected outcomes. Given the development parameters, the cost proposal is not unduly restrictive.



Q3. Section 1: Project Overview pg.7

The Project Overview references that all proposed foster and/or adoptive homes must meet all requirements in FOP documents and obtain final approval from the Office of Foster Care and DHR. If the final approval is not granted, is the vendor still reimbursed for completing the home study?

R3. Yes, if the vendor has in good faith completed all aspects of the work required and provided a good product containing all known information, reimbursement would occur for the steps completed.

Q4. Section: 1.3 Contract Term pg.8.

The RFP states that the program duration is 34 months (12/1/2018-11/30/2021). This date range is 36 months. Is the program duration 34 months or 36 months?

R4. The program duration is 34 months, with the program term from 12-01-18/09-30-2021. Please see Amendment 1.

Q5. Section: 1.6.8 Duns Number, pg.9

Our organization headquarters is located outside of Alabama. Can we use these Dun & Bradstreet Numbers, or must the numbers provided be for locations within the state of Alabama?

R5. Yes, but a vendor must be registered in Staars, please view the website below for instructions on becoming a registered vendor, <http://vendors.alabama.gov>.

Q6. Section 3.0 Project Overview pg.16

Is the Home Study format the same for both foster care and adoptive homes?

R6. Yes.

Q7. Section 3.0 Project Overview pg.16

What qualifies the 32 identified counties as high priority?

R7. An internal assessment that looked, by county, at the number of children in out-of-home care and the foster homes presently available in those counties.



Q8. Section: 3.1.2 Numbers to be Served pg.17

Does DHR expect a level impact each year, and if so, what is that figure? Is there a different target number for foster homes and adoptive homes?

R8. There is no expected level impact (benchmark) to be attained each program year. The maximum amount per year is 450.

Q9. Section: 3.1.2 Numbers to be Served pg.17

Is the maximum cap (450 homes) to be reached over the program period of 34 months, or each program year?

R9. The maximum cap (450 homes) is the ceiling per program year.

Q10. Section: 3.1.2 Numbers to be Served pg.17

The maximum cap identified is 450 homes. Will the projected target number for Year 1 (during the startup period) be less than the projected target numbers for Years 2 & 3?

R10. The cap cited is a ceiling figure for each year of the contract. As a ceiling it is not anticipated to change in subsequent program years.

Q11. Section: 3.1.2 Numbers to be Served pg.17

If the home is approved as both foster and adoptive, does it only count once or is it counted twice?

R11. It counts once, whichever way it is most advantageous to the vendor.

Q12. Section 3.1.2 Numbers to be Served, pg.17

Please verify what criteria will be considered for the 450 completed home studies. Does this include any home that has never been licensed/certified before; a home that has been previously licensed/certified but closed for at least 1 year; a home certified/licensed to provide kinship or adoption previously and now certified/licensed for traditional foster care? Please include all examples that meet the criteria.

R12. The only criteria considered will be on homes that are not presently certified as a foster/adoptive home.

Q13. Section: 3.1.3 Service Description, pg.17



“Specific recruitment strategies and materials must be identified and agreed upon.” Which parties will agree upon these items?

R13. The vendor and the Office of Foster Care.

Q14. Section: 3.1.3 Service Description pg.17

The RFP mentions that children are waiting in all 67 counties. Can data be provided on the number of children waiting in each county and whether they are foster or adoption?

R14. Yes, the information can be provided to the vendor(s) selected.

Q15. Section:3.1.3 Service Description pg.17

What is the average number of cases in a child-focused recruitment caseload?

R15. Active caseloads should be 12 – 15 children and an average total caseload of 18 children.

Q16. Section: 3.1.3 Service Description pg.17

Is demographic/characteristic data available on current foster and/or adoptive parents?

R16. Yes, the information can be provided to the vendor(s) selected.

Q17. Section: 3.1.3 Service Description pg.17

Is there an expedited approval process for fostering and/or adoption by kinship families?

R17. No. All elements of approval are the same.

Q18. Section 3.1.4 Family Consultations/Home Studies/Family Portfolios pg.18

What resources are available to train TIPS and DT leaders, and what are the costs associated with training TIPS and DT leaders?

R18. State DHR will provide the training for TIPS and DT leaders. There is no charge for this certification. The trainees will receive the Leader’s Guide and first books.

Q19. Section 3.1.4 Family Consultations/Home Studies/Family Portfolios pg.18



What is the state's capacity to train new TIPS and DT leaders, and how many new leaders are trained annually? How many TIPS and DT leaders does the state currently have?

R19. There is no waiting list in signing up for TIPS/DT leader's training. As training is requested, it can be scheduled. Annual figures are not immediately available, but it is estimated that there are over 500 trainers statewide.

**Q20. Section 3.1.5 Targeted Adoptions Service Tracking pg.18
What is the vendor's role in matching?**

R20. To develop potential matches and work in collaboration with the Office of Adoption specialists to assist the Department in making the most appropriate match for the child.

Q21. Section 3.2.2 Training Requirements pg.19

All prospective foster and/or adoptive families must attend the required weekly sessions over a ten-week period. If a session is missed, can it be made up? How many sessions can be missed, if any?

R21. Prospective foster/adoptive parents may miss up to two sessions and make them up. If more than two are missed the training must be done over.

Q22. 3.2.2 Training Requirements pg.20

Is there a maximum number of participants or families per DT class?

R22. Deciding Together was designed as an individual family alternative to TIPS. It was not intended to be a group substitute. Only one family may attend a Deciding Together class.

Q23. Section:3.2.2 Training Requirements pg.20

Are there any guidelines or restrictions around the use of DT classes versus TIPS classes?

R23. See R22.

Q24. 3.3.2 Numbers to be Served pg.21

What data is available on the number of ICPC cases per fiscal year? Is this data available by county?



R24. See Amendment 2 on the department's website.

Q25. 3.3.2 Numbers to be Served pg.21

Can an ICPC home study be approved only by the state for reimbursement, or by the vendor? If approved by the vendor, will reimbursement occur?

R25. See Amendment 2 on the department's website.

Q26. 3.4.1 Home Studies General Requirements 21 Are independent adoption homes required to complete DT or TIPS classes?

R26. No.

Q27. 3.4.1 Home Studies General Requirements pg.21

What is the average number of independent adoption home studies each month?

Is this data available by county?

R27. This service would be called upon only if a court jurisdiction ordered the county DHR to complete a home study. Usage would be minimal and hard to project. Numbers are not presently available.

Q28. 5.0 Cost Proposal pg.29

Does the grant provide any start-up costs?

R28. No.

Q29. Section: Appendix G: Instructions for Cost Proposal pg.43

What is the in-state mileage reimbursement rate?

R29. The in- state mileage is rate is \$54.5 cents per mile.

Q30. Section 1, Page 7, PROJECT OVERVIEW, first sentence states, "The ALABAMA DEPARTMENT OF HUMAN RESOURCES, (hereinafter referred to as "the Department") seeks qualified vendors..." and the same paragraph, seventh sentence states, "The selected vendors..." and Section 1.2, Page 7, REQUIRED LICENSURE/CERTIFICATION/CREDENTIAL, first sentence states, "The selected vendor..." and throughout the document both of the terms "vendors" and "vendor" are used.



Q1: Please confirm if the Department will award one (1) sole-source contract for this project to one selected vendor, whether or not that vendor submits as a sole-source provider or as the representative of a group of collaborators, with or without subcontractors.

Q2: Please confirm that this sole-source contract will be awarded to the selected vendor to provide 100% of the services required by the RFP, for the entire scope of the project, for the entire state of Alabama.

R30. (Q1) It was not the intent that this would necessarily be a sole-source contract. It could involve multiple vendors.
(Q2) See Q1.

Q31. Section 1, Page 7, PROJECT OVERVIEW, first sentence states, “The ALABAMA DEPARTMENT OF HUMAN RESOURCES, (hereinafter referred to as “the Department”) seeks qualified vendors to recruit Foster and Adoptive Homes Recruitment Services within specific recruitment activities for children with no identified adoptive resources (ANIR).

Q1: Is the population to be served limited to children whose permanency plan is ANIR, or does it include children with other permanency plans?

R31. The adoptive recruitment activities within this RFP are targeted at children identified as ANIR.

Q32. Section 1, Page 7, PROJECT OVERVIEW, fourth sentence states, “Foster and/or adoptive home family recruitment will be targeted at 450 homes.” Section 3.1.2, Page 17, first sentence states, “General recruitment efforts are expected to be varied and extensive with a maximum cap of 450 homes.” Section 1.3, Page 8, CONTRACT TERM, first sentence states, “The initial contract term is for a period of thirty-four (34) months beginning December 1, 2018 and ending November 30, 2021.

Q1: What is the timeframe to reach the targeted/maximum cap of 450 homes described above?

R32. The contract time frame is 34 months. The 450 homes referenced is a ceiling amount and cannot be exceeded in any one contract year.



Q33. Section 1, Page 7, PROJECT OVERVIEW, first paragraph, final sentence states, “High priority counties for foster home recruitment efforts are listed below:”

Q1: Are the listed counties also high priority for adoptive home recruitment?

R33. High priority counties are only applicable for foster home recruitment.

Q34. Section 3.0, Page 16, PROJECT OVERVIEW, first paragraph, item 2 states, “2) Initiation and maintenance of a recruitment hotline;” and Section 3.1.6, Page 19, RECRUITMENT HOTLINE, sets out the parameters for vendor services in the first paragraph for the recruitment hotline, in the second paragraph for information packets, in the third paragraph for a website and newsletter, and in the fourth paragraph for outreach efforts.

Regarding the entirety of Section 3.1.6, Page 19, RECRUITMENT HOTLINE, the existing statewide contract for Alabama Pre/Post Adoption Connections (APAC) currently provides the following recruitment services for prospective foster/adoptive homes in Alabama: 1) a recruitment hotline for the Department; 2) distribution of information packets for the Department; 3) a website and a quarterly newsletter; and 4) outreach efforts in collaboration with DHR staff (county and State), the Alabama Foster/Adoptive Parent Association (AFAPA) and through networking with other professionals working with the adoptive and foster community.

Q1: How will the Department ensure that the services provided by this RFP will not be duplicative of the above-described recruitment services already being provided to the Department under the existing statewide APAC contract?

Q2: Is the Department requiring the creation and maintenance of a fourth recruitment hotline in addition to the two being provided under the existing statewide APAC contract (1-866-4AL-KIDS) and (1-866-803-8722) as well as the APAC response to AdoptUSKids hotline referrals?

Q3: Is the Department requiring the creation and distribution of another set of recruitment information packets to be mailed to interested parties in addition to the ones being provided under the existing statewide APAC contract?

Q4: Is the Department requiring the creation and maintenance of another recruitment website in addition to the one being provided under the existing statewide APAC contract?



Q5: Is the Department requiring the creation and maintenance of another recruitment newsletter in addition to the newsletters being produced quarterly under the existing statewide APAC contract?

Q6: Is the Department requiring the creation and deployment of additional, parallel recruitment outreach efforts to those being provided under the existing statewide APAC contract through collaborations with DHR county and State staff, AFAPA, professional networking, booths/tables at conferences, public service announcements, broadcast and social media promotions, and workshops at the AFAPA and other adoption-related conferences?

R34. Nothing in this document was designed to prevent duplication of activities with existing contracts. Q2-Q6 (Same response as R. 34).

Q35. Section 1.3, Page 8, CONTRACT TERM states, “The initial contract term is for a period of thirty-four (34) months beginning December 01, 2018 and ending November 30, 2021. Renewals of the contract, as agreed upon by both parties, may be made at one (1) year intervals, or any interval that is advantageous to the Department, not to exceed at total of two (2) years, at the option of the Department.”

APPENDIX F: COST PROPOSAL, Page 38, states that the budget period is “1-December-18 to 30-Sep-21.”

APPENDIX G: INSTRUCTIONS FOR COST PROPOSAL, Page 43 states that the Budget Period is “December 01, 2018 through September 30, 2020.”

Q1: Please clarify the dates of the initial contract term.

Q2: Please clarify the dates for the budget period to be submitted on APPENDIX F: COST PROPOSAL?

Q3: Please clarify the dates for the budget period itemization to be submitted on APPENDIX G: INSTRUCTIONS FOR COST PROPOSAL?

Q4: Please confirm if each applicant is to submit an APPENDIX F: COST PROPOSAL with corresponding itemization as specified under APPENDIX G for more than one project term and, if “yes,” then specify the start/end dates for each such project term COST PROPOSAL and itemization to be submitted.

R35.

Q1. Please see R4.

Q2. The budget should cover the 34 months, please see to R4.

Q3. The budget itemization should cover 34 months, please see to R4.



Q4. Yes, December 01, 2018-September 30, 2019; October 01, 2019- September 30, 2020; October 01, 2020 – September 30, 2021.

Q36 Section 3.0, Page 16, PROJECT OVERVIEW, first paragraph, item 6) states, “6) Completion of a home study/investigation for independent adoptions.”

Q1: Please define the term “independent adoption.”

Q2: Please provide examples of services the Department includes under this provision.

Q3: Please provide the Department’s criteria for referrals and reimbursement to vendor under this provision.

R36. Please see R26 and R27 on this posting. They, in conjunction with Section 3.4.1 of the RFP document, should address Q1 – Q3.

Q37. Section 3.0, Page 16, PROJECT OVERVIEW, third paragraph, first sentence states, “Targeted recruitment for children needing adoption with no identified resource (ANIR) will also be high priority with additional reimbursement provided if they have been in this classification for thirty-six months or longer. Recruitment of foster homes in priority counties and priority ANIR youth will be eligible for additional reimbursement.”

Q1: Please define the term “priority ANIR youth.”

Q2: How will the Department notify the vendor of the original date of each child’s classification as ANIR in order that the vendor may correctly submit reimbursement requests in a timely manner, including billing for appropriate level(s) of compensation in priority counties?

R37. (Q1) Priority ANIR youth are those youth that have been classified as ANIR for a minimum of 36 months. (Q2) These details will be worked out with Office of Adoptions and the vendor or vendors selected.

Q38. Section 3.1.1, Page 16, POPULATION TO BE SERVED, last paragraph, first sentence uses the term “targeted recruitment” and Section 3.1.3, Page 17, SERVICE DESCRIPTION, fourth sentence uses the term “child-specific recruitment” and the same section, last paragraph, fourth sentence uses the term “child-focused recruitment” and these terms are found in other sections of the RFP.

Q1: Does the Department view the terms “targeted recruitment,” “child-specific recruitment,” and “child-focused recruitment” as interchangeable for the purposes of this RFP?



Q2: If the Department's response to Q1 above is "no," then please provide the Department's definition of each term for the purposes of this RFP.

R38. Yes

Q39. Section 3.1.3, Page 17, SERVICE DESCRIPTION, first paragraph, fifth sentence states, "They will also accept all referrals from the Office of Adoption."

Q1: Will all recruitment referrals be made directly to the vendor by the Office of Adoption or will county DHR offices and/or the Office of Foster Care also make referrals directly to the vendor?

R39. ANIR adoptions are assigned to the Office of Adoption not the individual county offices. Because of this, all referrals will be made from this Office.

Q40. Section 3.1.3, Page 17, SERVICE DESCRIPTION, second paragraph, third sentence states, "Specific recruitment strategies and materials must be identified and agreed upon."

Q1: What is the methodology and timeline for accomplishing the identification and agreement of recruitment strategies and materials between the Department and the vendor?

R40. To be determined by the Department and the chosen vendor or vendors.

Q41. Section 3.1.3, Page 17, SERVICE DESCRIPTION, third paragraph, third sentence states, "The vendors should make it clear to families interested (and willing) to foster that they will be referred to the county DHR office for certification after completing the process with the vendor." Section 3.1.4, Page 18, FAMILY CONSULTATIONS/HOME STUDIES/FAMILY PORTFOLIOS, first paragraph, last sentence states, "Family Portfolios and home studies must be completed at the time the foster and/or adoptive home is presented to the State Department of Human Resources (SDHR) for final approval/acceptance." Section 1, Page 7, PROJECT OVERVIEW, fifth sentence states, "All proposed foster and/or adoptive homes must meet all requirements in the RFP document and must obtain final approval from the Office of Foster Care, State Department of Human Resources."

Q1: Please clarify if families are to be referred to the DHR office in their county of residence.

Q2: What is the meaning of "certification" as used in the above statement?



Q3: If 'certification' in Q2 above means 'foster home licensure,' then please confirm whether this status will be conferred by DHR in the family's county of residence or by the State Office of Foster Care.

Q4: Please clarify if DHR in the county of residence, or the State Office of Foster Care, will be approving foster placements.

Q5: Is the vendor to submit Family Portfolios and home studies to DHR in the family's county of residence, or to the State Office of Foster Care, or to both entities?

R41. (Q1) Material would be provided to the DHR office in their county of residence if they are seeking approval as a foster or foster /adoptive home. If the vendor or vendors has recruited a family for targeted ANIR specifically, or an adoption only home, all information will be provided to the Office of Adoption (FSD). (Q2) This has been used interchangeably with approval or licensed.(Q3 and Q4) See Q1 of this question.(Q5) Foster, foster/adoptive to county DHR offices in the family's county of residence; adoptive, targeted ANIR to the state office, Office of Adoptions.

Q42. Section 3.1.3, Page 17, SERVICE DESCRIPTION, fourth paragraph begins, "For targeted adoption efforts, national child-focused recruitment models have demonstrated success in identifying families for older children, children with multiple special needs, larger sibling groups, etc. At the center of these models is..."

Q1: Please provide the name(s) and/or link(s) to the national child-focused recruitment models referenced in this section of the RFP.

R42. This is left up to the vendor or vendors to research and use as appropriate.

Q43. Section 3.1.4, Page 18, FAMILY CONSULTATIONS/HOME STUDIES/FAMILY PORTFOLIOS, last paragraph states, "NOTE: For families not doing targeted adoption, the vendor will be eligible to bill an additional \$500 in compensation when the county confirms that the family has accepted a child in their home and that child remains in that home for thirty (30) days. If the foster/adoptive home is located in a priority county, the amount increases to \$1000."

Q1: When a child is placed in a vendor-produced foster home, how will the vendor be notified of the date of placement and the verification of thirty (30) days' duration in that home?

R43. Details will be discussed with the chosen vendor or vendors.



Q44. Section 3.1.5, Page 18, TARGETED ADOPTIONS SERVICE TRACKING, second paragraph, second sentence states, "A match occurs when a state staffing team, which includes staff from the county where the child resides, where the resource resides, and staff from the Office of Adoption have agreed that a child will be offered to the approved adoptive resource."

Q1: Will the Department add a representative of vendor's program staff as a participant in these staffing team meetings?

R44. This will be a requirement.

Q45. Section 3.2.1, Page 19, POPULATION TO BE SERVED, second sentence states, "This training may be offered directly by the vendor or through coordination with the various county offices where the respondent is located."

Q1: For families that are recruited and/or referred by vendor to county TIPS classes, will the vendor be compensated upon submitting billing to the Department at completion of each family's training?

R45. For families that have been recruited by the vendor and with whom the vendor continues to work towards foster/adoptive home approval, compensation will be made per established protocol.

Q46. Section 3.2.2, Page 19, TRAINING REQUIREMENTS, first paragraph, lines 2 and 3 state, "Vendors will provide clear and explicit direction to applicants about the Department's adoption and foster program and policy. The Department will keep the vendors informed of changes in program or policy that affects this project" and Section 3.2.2, Page 20, third paragraph states, "Handouts required throughout the pre-service training curriculum must be developed in collaboration between the vendor and state DHR."

In this vendor's extensive pre-service experience, training resource families encompasses informing them about various practices, procedures and resources from the Department including, but not limited to: DHR's Behavior Management Policy, CA/N policies, Reasonable and Prudent Parenting Standards, and other DHR policies and procedures.

Q1: What is the methodology and timeline for the Department to inform vendor, in a timely manner, of changes in program(s) or policy/ies that affect this project?

R46. Details of this will be addressed with the chosen vendor or vendors.



Q47. Section 3.2.2, Page 19, TRAINING REQUIREMENTS, second paragraph, first sentence states, “All foster and/or adoptive families must successfully complete Trauma Informed Partnering for Safety & Permanence (TIPS), during the approval process.”

Q1: In light of recently enacted Public Law 115-123, the Family First Prevention Services Act within Division E, Title VII of the Bipartisan Budget Act of 2018, does the Department anticipate requiring vendor to change from TIPS to an evidence-based pre-service curriculum, in compliance with the federal mandate, during the course of this RFP’s 34-month contract?

R47. At the present time, we are anticipating no changes in our pre-service curriculum.

Q48. Section 3.3.1, Page 20, POPULATION TO BE SERVED (ICPC), paragraph one states, “Referrals will be made directly by the Department...” and Section 3.3.2, Page 21, NUMBERS TO BE SERVED states, “All referrals made by the county will be accepted by the vendors and the vendor will notify the county immediately if it is unable to respond...”

Q1: Will ICPC referrals be made by both the Department and individual county DHR offices?

Q2: How many ICPC home studies were conducted in Alabama over the past twelve (12) months?

R48.

Q1. Refer to Amendment 2, on the department’s website.

Q2. Refer to Amendment 2 on the department’s website.

Q49. Section 3.3.3 Page 21, SERVICE DESCRIPTION, last sentence states, “Vendors will be eligible to bill for up to \$2,000 in compensation for completed/approved home studies for each ICPC study/investigation” and Section 5: COST PROPOSAL, Page 29, SERVICE/Reimbursement Rate section, line one states, “Home Studies/Investigations – Interstate Compact \$2000/approved study*”.

Q1: Will the Department compensate vendor \$2,000 for a completed ICPC home study that is not recommended by vendor for approval?

Q2: Will the Department compensate vendor \$2,000 for a completed ICPC home study that is not approved by the Department, regardless of vendor’s recommendation?



R49.

Q1. See Amendment 2, on the department's website.

Q2. See Amendment 2 on the department's website.

Q50. Section 3.4.1, Page 21, GENERAL REQUIREMENTS, first sentence states, "Vendors will complete all home study investigations of independent adoption petitions statewide according to format and policy provided by the Office of Adoption."

Q1: How many independent adoption home studies were conducted in Alabama over the past twelve (12) months?

R50. This number is unavailable through our case tracking. We anticipate that these adoptions will be somewhere between 3 – 10 per program year.

Q51. Section 3.4.1, Page 22, GENERAL REQUIREMENTS, second paragraph states, "Vendors will be eligible to bill for up to \$2,000 in compensation for completed/approved home studies for each adoptive family" and Section 5: COST PROPOSAL, Page 29, SERVICE/Reimbursement Rate section line two states, "Home Studies/Investigations – Independent Adoptions \$2000 approved study*"

Q1: Will the Department compensate vendor \$2,000 for a completed independent adoption home study that is not recommended by vendor for approval?

Q2: Will the Department compensate vendor \$2,000 for a completed independent adoption home study that is not approved by the Department, regardless of vendor's recommendation?

R51. (Q1 and Q2)See R3.

Q52. Section 4.2, Page 23, PROPOSAL FORMAT, first sentence states, "Proposals must not exceed one hundred (100) pages, including attachments..." and Section 4.2.5.2, Page 25, VENDOR FINANCIAL STABILITY, first sentence states, "Vendor must submit an audited financial statement for year 2016 and letters from the auditor(s) who performed the 2015 and 2014 financial audits" and ATTACHMENTS Section 4.2.5.5.4, Page 27, E-verify Memorandum of Understanding (MOU) states, "The Certificate of Compliance must be followed by a copy of the E-verify MOU. All proposals must include the E-verify MOU."

This vendor's 2016 audited financial statement plus auditors' letters from 2015 and 2014 total thirty (30) pages and this vendor's E-verify MOU totals seventeen pages (17) so that just these attachments equal forty-seven (47) pages before the other required attachments are added. The attachment



pages will total over one-half of the allowed 100 pages under Section 4.2, which presents an unduly restrictive specification under Section 1.5 REQUIRED REVIEW, Section 1.5.1, Page 8, REVIEW RFP. This vendor submits, on behalf of all applicants, that the aggregate total number of required attachment pages is so restrictive that it will limit any vendor's ability to submit a comprehensive response to this RFP within the 100-page allowance that includes the required attachments.

Q1: Will the Department allow all applicants to submit the required attachment pages, if necessary, in addition to the 100-page proposal format limitation, so long as the narrative and cost proposal response portion of each vendor's submission does not exceed 100 pages?

R52. See Amendment 3 on the department's website.

Q53. Section 5: COST PROPOSAL, Page 29, SERVICE/Reimbursement Rate section, line six states, "Targeted Adoption Recruitment \$1000/approved home waiting child match" and line seven states, "Targeted Adoption Recruitment \$500/Adoption Finalization"

Q1: What are the reimbursement rates for match and finalization for all adoptive resource families recruited, trained and home studied by the vendor?

R53. For any ANIR adoption, the vendor will receive \$1000 for an approved match.

An additional \$500 is available after the adoption has finalized. If the adoption is for a child identified as high priority, the finalization amount is \$1000.

Q54. Section 5: COST PROPOSAL, Page 29, second paragraph, first sentence states, "All reimbursement offered through this agreement will be based on completion of specific tasks or outcomes specified in the agreement."

Q1: With the exception of TIPS, the other methods listed in this RFP's cost proposal section for vendor reimbursement rely upon the Department's approval. What is the Department's accountability plan to the vendor(s) to ensure the timely review and approval of these items?

R54. The Department will work with the chosen vendor or vendors to determine an acceptable timeline.

Q55. Section 5: COST PROPOSAL, Page 29, entire section.



The project, as described in this RFP and cost proposal, will require significant advancement of operating funds by the selected vendor for project expenses including, but not limited to: staff salaries/benefits; staff mileage; production of program materials; marketing and recruitment; provision of training classes; and multiple other costs that will be fully itemized in the applicants' proposed budgets. These expenses must be advanced by the selected vendor for an undetermined period of time, until the Department completes the various required approvals and begins to compensate vendor for services rendered under the agreement. This compensation by the Department will occur over an extended period of time that, in this vendor's longstanding experience, may extend for six to nine (6-9) months after the project start date. This vendor, on behalf of all applicants, submits that the Cost Proposal as written in the RFP represents an unduly restrictive specification as described in Section 1.5, REQUIRED REVIEW, Section 1.5.1, Page 8, REVIEW RFP.

Q1: Will the Department reconsider the Cost Proposal as written and offer an alternative fee structure?

R55. See R2. This is a performance based proposal that is outcome driven. Reimbursements for expenditures that do not accomplish the goal of foster home recruitment or adoptive families for ANIR or other children are not being considered.